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7 December 1951

AGENDA

FOR

CAREER SERVICE COMMITTEE

11th Meeting, Monday, 10 December 1951, 4:00 P.M.

Room 115 North Building

- ✓ 1. Consideration of minutes of 10th Meeting.
- ✓ 2. Statement regarding Personnel Policy.
- ✓ 3. Discussion:
 - a) Is it practical to install the Career Service Program simultaneously in all units of the Agency? or
 - b) Should a "pilot" operation first be run on a limited basis in one or two Offices or units of the Agency?
- ✓ 4. Discussion:

The timing and phasing of the current job description survey program in relation to a needed qualifications standards survey.
- ✓ 5. Discussion:

"Factors used in Evaluating Personnel" dated 5 December 1951. (attached)
Working Group on Employee Rating
- ✓ 6. Clearance of Working Group Summaries for Circulation. (attached)
- ✓ 7. New Business:

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